

29 JAN 1969

DD/S REGISTRY

FILE

Training 3

MEMORANDUM FOR: Training Officer, Office of Communications
Training Officer, Office of Finance
Training Officer, Office of Logistics
Training Officer, Office of Medical Services
Training Officer, Office of Personnel
Training Officer, Office of Security
Training Officer, Office of Training
Training Officer, Support Services Staff

SUBJECT : Training Calendar, January - June 1969

1. The attached Training Calendar has been projected to June 1969. Nominations (except those for Senior Schools) already received are listed under the respective courses.
2. Also attached is an alphabetical list of courses which indicates the supporting material which should accompany nominations for the respective courses.



25X1

Senior Training Officer
Deputy Director for Support

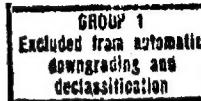
Attachments:

- A. Training Calendar
- B. Supporting material required

Distribution:

- 1 - ea Addressee w/att
- 1 - DD/S Chrono w/o att
- ✓ 1 - DD/S Subj w/att
- 1 - STO-DD/S w/att
- 1 - Registrar w/att
- 1 - ExO-DD/S w/att

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TRAINING CALENDAR

January - June 1969

Nominations which have been received to date are indicated.

January 1969

Advanced Management (Planning)	23 - 28 February
*DOD Computer Institute - Intermediate	3 - 14 February
DOD Computer Institute - Senior	24 - 28 February
Managerial Grid	2 - 7 February
National Interdepartmental Seminar/FSI	24 February - 21 March

February 1969

Senior School Nominations	
*DOD Computer Institute - Intermediate	3 - 14 March
DOD Computer Institute - Senior	24 - 28 March
Kings Point - Social Programs and Economic Opportunities (Agency has only one space reserved for O/Personnel)	10 - 21 March
Berkeley - Management of Organizations	24 March - 4 April
Middle Management - Civil Service Commission	24 - 28 March
Support Services Review - Trends and Highlights	3 - 7 March

*Pending Availability of Space

GROUP 1
Excluded from automatic
downgrading and
declassification

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ADP Orientation	11 - 13 March
Advanced Management (Planning)	23 - 28 March
*DOD Computer Institute - Intermediate	28 April - 9 May
Kings Point - Administration of Public Policy (Agency has only one space - reserved for O/Personnel)	14 - 25 April
Management	17 - 21 March
National Interdepartmental Seminar/FSI	21 April - 16 May

April 1969

Fellowship in Congressional Operations, Civil Service
Commission - Nominations by 1 April

Managerial Grid	4 - 9 May
Midcareer Executive Development - <u>(Nominations by 1 April)</u>	11 May - 20 June
Senior Management Seminar Nomination received - [REDACTED] - SC	13 - 18 April
Support Services Review - Trends and Highlights	21 - 25 April

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*Pending Availability of Space

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May 1969

Advanced Management (Planning)	18 - 23 May
DOD Computer Institute - Senior	16 - 20 June
*DOD Computer Institute - Intermediate	2 - 13 June
Kings Point - Management of Organizations (Agency has only one space - O/Security requested one space - DD/I requested three spaces)	16 - 27 June
Senior Management Seminar - Grid	8 - 13 June
Support Services - Career Trainee	2 June - 11 July
Support Services Review - Trends and Highlights	9 - 13 June

June 1969

ADP Orientation	10 - 12 June
Advanced Management (Planning)	15 - 20 June
Management	23 - 27 June
Midcareer Executive Development (Nominations by 1 June)	20 July - 28 August

*Pending Availability of Space

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Supporting Documents which Should Accompany Nominations are Indicated Under each Course.

ADP Orientation

Form 73

Advanced Management (Planning)

Form 73

DOD Computer Institute

Form 136

Fellowships in Congressional Operations, Civil Service Commission

Biographic Profile - 3 copies

Two latest Fitness Reports - 3 copies

Executive Seminar Centers, Kings Point and Berkeley

Biographic Profile - 7 copies

Two latest Fitness Reports - 7 copies

Nominating statement prepared by nominating office - 7 copies

Managerial Grid

Form 73

Management

Form 73

Midcareer Executive Development

Biographic Profile - 7 copies

Two latest Fitness Reports - 7 copies

Career Plans - 7 copies

National Interdepartmental Seminar/FSI

Biographic Profile - 3 copies

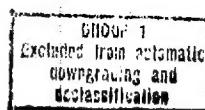
Senior Management Seminar (Planning)

Form 73

Senior Management Seminar (Grid)

Form 73

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Support Documents (continued)

Senior Schools

Initially - Nominating Memorandum

After DD/S Screening - Biographic Profile - 7 copies

Career Plan - 7 copies

Two latest Fitness Reports - 7 copies

Support Services - Career Trainee

Biographic Profile

Support Services Review - Trends and Highlights

Form 73

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